

**UNITED STATES COURTS
OF NEBRASKA**

**Court Space, Facilities, and Equipment Use Policy
for Non-Court Entities or Agencies**

Space and Facilities

The following is a policy, which is applicable to non-court entities or agencies regarding the use of U.S. Court space and facilities in either the Roman L. Hruska U.S. Courthouse in Omaha, Robert V. Denney U.S. Courthouse in Lincoln and the U.S. Post Office and Federal Building in North Platte:

1. Advanced approval by the Clerk or designee is required. The use of the space will be confined strictly to the purpose agreed upon by prior approval of the Clerk or his/her designee.
2. The space is provided “as is” and “where is.”
3. Any alterations, or removal of any article or thing, will not be undertaken without prior approval by the Clerk or designee.
4. The space will be restored to its original state upon completion of the scheduled activity. Anything moved, by prior approval, will be moved back to its original location; all items brought into the space will be removed; all trash/debris will be placed in trash cans for proper disposal; the space will be cleaned as required to restore to its original state.
5. No signs will be hung without approval by the Clerk or designee. Use of tape or other hanging

materials, which could damage walls or facilities, is strictly prohibited.

6. Equipment or any appliances located within the space will not be moved absent prior approval by the Clerk or designee.
7. Any use of court supplies is prohibited.
8. Smoking is prohibited.
9. Prior approval is required for consumption of food and beverages.
10. If any property or equipment is damaged, altered or displaced, it will be replaced, returned and/or restored.
11. The U.S. Courts of Nebraska will not be liable for any loss, damage, or claim of liability.
12. Access to the space will not, in any way, obstruct or interfere with the transaction of government business, the convenience of the public, jeopardize the safety of persons or property, or cause justifiable public criticism.
13. Excessive noise is prohibited.
14. The property may only be used during normal business hours as defined by the Clerk or designee.
15. The Clerk or designee may require that activities be suspended or postponed due to court business. Any such postponement may occur on short notice.
16. The Clerk or designee will provide an on-site representative to be a point of contact throughout the use of the court space and/or facilities in order to ensure compliance with all requirements of this policy.
17. The Clerk or designee will charge no fees for the use of court space or facilities.

Video Conferencing

The U.S. Courts of Nebraska, have video conferencing facilities available in the Roman L. Hruska U.S. Courthouse at Omaha and the Robert V. Denny U.S. Courthouse at Lincoln.

1. The video conferencing equipment is available for use by attorneys admitted to the Federal Bar for the District of Nebraska who have cases in a Federal Court.

2. The user will bear the cost of any long distance charges or other fees for line connections and other carrier fees which may be assessed by a video conference service provider. Arrangements for video conferencing will be made in advance and the connection will come from the outside into the court's video conferencing equipment. No long distance charges or other fees for line connection can be billed through the court.
3. At this time, the court will not charge a fee for the use of the room or the equipment.
4. Scheduling of a room will be made through the Clerk's Office at least two weeks in advance of the anticipated use date. The Clerk's Office will be notified immediately of any cancellation or date/time change.
5. If there is a scheduling conflict, the needs of the court will prevail. Please keep in mind that due to court business, notice of cancellation on behalf of the court may be on very short notice.
6. The video conferencing equipment may only be used during regular office hours. Other than assisting in initiating the video conference connection, court staff will not be present during the use of this equipment. Court staff will be available to assist should technical difficulties arise during the conference.
7. Any damage to the equipment through misuse or other means will be the responsibility of the users, not the court.
8. Users of the equipment will notify the Clerk's Office when they are finished. Pursuant to the space and facilities policy stated above, the room will be cleared of any material which has been brought in and the room will be restored to its original state.

Remote Interpreting

The U.S. Courts of Nebraska, have equipment for remote interpreting in the Roman L. Hruska U.S. Courthouse at Omaha, the Robert V. Denney U.S. Courthouse at Lincoln, and the U.S. Post Office and Federal Building at North Platte. Access to this equipment is limited, since these systems are in courtrooms.

1. The remote interpreting equipment is available for use by attorneys admitted to the Federal Bar for the District of Nebraska who have cases in a Federal Court.
2. Advanced approval for the use of the (courtroom) remote interpreting equipment must be obtained from the Clerk or designee.
3. The user of this equipment must pay for telephone long distance charges or any other fees

which may be assessed. All calls must be placed by a telephone operator and any expenses for long distance charges must be placed on the user's credit card. No long distance charges or other fees for line connections can be billed through the court.

4. The court will not charge a fee for the use of the room or the equipment.
5. If there is a scheduling conflict, the needs of the court will prevail. Please keep in mind that due to court business, notice of cancellation on behalf of the court may be on very short notice.
6. The courtroom and equipment for remote interpreting may be used only during regular office hours. Other than assisting in initiating the connection, court staff will not be present during the use of this equipment. Court staff will be available to assist should technical difficulties arise.
7. The user will not adjust the sound system controls in any manner.
8. Any damage to the equipment through misuse or other means will be the responsibility of the users, not the court.
9. Users of the equipment will notify the Clerk's Office when they are finished. Pursuant to the space and facilities policy stated above, the room will be cleared of any material which has been brought in and the room will be restored to its original state.

Analog Line for Laptop Use

The following is a policy regulating the use of an analog line which can be made available to attorneys and members of the press. The analog line is in the public viewing area at the Clerk's Office in the Roman L. Hruska U.S. Courthouse at Omaha, and in the Clerk's Office in the Robert V. Denney U.S. Courthouse at Lincoln.

1. The analog line for laptop computer connection is for the use and convenience of attorneys and parties who are currently in a trial before this court and is available to members of the press as needed.
2. The user will bear the cost of any long distance charges or other fees for which may be incurred for the use of the analog line. All connections will be made through a toll-free line or through the use of the user's credit card.
3. Access to the analog line for laptop use will only be available during the Clerk's Office normal business hours.
4. Since there is only one line available for access, the use of this line for extended periods of time

is prohibited.

5. Any damage to the line through misuse or other means will be the responsibility of the user, not the court.

General Equipment Use

The following policy for use of general equipment applies to any and all equipment which is the property of the U.S. Courts of Nebraska, including the use of video conferencing equipment and remote interpreting equipment.

1. Any use of the equipment must be approved by the Clerk or designee.
2. Equipment is provided “as is” and “where is.”
3. Equipment will not be moved or altered without prior approval of the Clerk or designee.
4. The user must have complete knowledge of the operation of the equipment prior to its use.
5. Equipment will not be moved absent approval of the Clerk or his/her designee. If equipment is moved, it will be returned to its original location upon completion of use.
6. If there is a scheduling conflict for the use of the equipment, the needs of the court will prevail. Please keep in mind that due to court business, notice of cancellation on behalf of the court may be on very short notice.
7. Any use of court supplies to operate the equipment is prohibited.
8. Any damage to the equipment through misuse or other means will be the responsibility of the user, not the court.
9. Users of the equipment will notify the Clerk’s Office when they are finished. Pursuant to the space and facilities policy stated above, the room will be cleared of any material which has been brought in and the room will be restored to its original state.
10. The U.S. Courts of Nebraska will not be liable for loss, damage, or claim of any liability in connection with the use of any of the court’s equipment.

**UNITED STATES COURTS
of Nebraska**

*Court Space, Facilities, and Equipment Use Agreement
for Non-Court Entities or Agencies*

I have read the Court Space, Facilities and Equipment Use Policy for the United States Courts of Nebraska and agree to comply by the rules written within.

Signature

Title

Name (print)

Date

Point of Contact (Clerk's Office personnel assigned)